

# LAW ENFORCEMENT OFFICERS' AND FIRE FIGHTERS' PLAN 2 RETIREMENT BOARD

## Board Attendance Policy

August 24, 2005

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### 1. Issue

At the July board meeting, the Board requested information regarding the attendance policies for other boards.

### 2. Staff

Tim Valencia, Senior Research and Policy Manager  
(360) 586-2326  
tim.valencia@leoff.wa.gov

### 3. Current Situation

The LEOFF Plan 2 Retirement Board does not currently have a Board member attendance policy.

### 4. Background Information

#### **Boards & Commissions Membership Handbook**

The Governor's Office published a Membership Handbook for Boards and Commissions in January 2005. The handbook contains guidance for Board and Commission members regarding attendance and a new expectation that boards define an attendance policy. The following is provided on page 5 of the handbook:

**Being an Effective Board Member.** Washington boards and commissions vary in size and complexity. Because board members are in a critical position to shape and influence board decisions and actions, it is important that each member keeps informed and up-to-date on issues, legislative activity, and statutes affecting their board.

**Attendance.** A board member may forfeit his or her position on the board as a result of poor attendance. Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. The bylaws of your board should define attendance requirements.

## **Attendance Policy Example**

The following is an example of an attendance policy for the Interagency Committee of State Employed Women (ICSEW), a Governor appointed committee that meets six times each year (bi-monthly meetings). The intent of the ICSEW policy is to provide clear expectations for the governor appointees on the committee.

The policy reads:

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance. Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year.

In the absence of the member, an alternate may be designated to attend. The alternate may vote provided a signed proxy is submitted to the ICSEW Chair directly or through the Membership Chair at or prior to the bimonthly meeting.

Representatives with two consecutive excused absences in a calendar year will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed. Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

An absence will be excused when notice is provided at least two days in advanced of the meeting and the appointee has arranged for an alternate to attend in their absence.